



DEPARTMENT OF THE TREASURY DIVISION OF PENSIONS & BENEFITS

ASSISTANT DIRECTOR FOR INFORMATION TECHNOLOGY AND ADMINISTRATIVE SERVICES

The Assistant Director for Information Technology and Administrative Services reports to the Deputy Director of Finance and will oversee, plan, organize and direct work operations that include the coordination of the Division's Information Technology and Data Processing resources in conjunction with the Office of Information Technology (OIT) and the Division of Revenue and Enterprise Services (DORES). This position will administer the information technology systems that support Division staff and the State's Retirement systems and Health Program members. It is responsible for an associated budget of approximately \$8.5 million, which includes maintenance of existing computer systems and programs, development and implementation of new systems and programs to meet the requirements of new State and Federal legislation and mandates and the maintenance and procurement of all information technology hardware, software and services. IT systems include mainframe, client server, call center telephony support, interactive voice response and call recording, Siebel Customer Relationship Manager (CRM) contact support system, electronic document storage and retrieval, and the MBOS and EPIC internet application systems. In addition, the Assistant Director is responsible for the administrative needs of Division staff, including system access, equipment, and mail and package processing.

Education Requirements:

Graduation from an accredited university or college.

Experience Requirements:

A minimum of six (6) years of managerial experience involving information technology in a large public or private organization. Interested candidates must have an IT/Telecommunications background and have an understanding of computers, networks, systems and architecture.

In addition to the required education and experience, the ideal candidate will have excellent writing skills; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives. Candidates should be prepared to provide a writing sample(s) as part of the interview process.

Note: Applicants must be currently employed by the State of NJ and have permanent status in a career service title. The Assistant Director is also required to annually file a Financial Disclosure Statement with the State Ethics Commission.

Salary is commensurate with education and experience. If you are qualified and interested in this position, please submit your cover letter and resume, by email only, by **February 20, 2015** to:

NJ Department of the Treasury
Division of Administration / Human Resources
Attn: Employment Recruiter
EmploymentRecruiter@treas.nj.gov
(Please use "AD – IT" in Subject Line)

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